

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
CLERK TYPIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Recruitment and Admissions
Job Posting No: C15-069 (Include Job Posting Number in Cover Letter)
Hours: 8:00 a.m. – 5:00 p.m. with a 1 hour meal period (40 hours per week)
May be required to work some nights & weekends
Salary: \$35,602/year; Effective July 1, 2015 starting salary increases to \$36,671/year (CL-10)
Closing Date: Friday, June 26, 2015

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience: Six (6) months as a Typist or its equivalent. Graduation from high school with coursework in typing may be substituted for the General Experience required.

Preferred Experience: Experience working in a culturally diverse educational environment; Experience working in a fast-paced environment with excellent interpersonal and customer service skills; Experience working as the main point of contact for a Unit or Department, including answering multi-line telephones and greeting walk-in visitors; Experience working with confidential and time sensitive information.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a complete application package by the closing date, which includes the following:

- 1) Cover letter specifying this Job Posting Number: (C15-069)
- 2) A completed State application (**CT-HR-12**) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- 3) The names, titles and phone numbers of two current professional references
- 4) State employees must attach copies of your two most recent performance appraisals

Incomplete application packages will not be considered. Applications must be received by Human Resources before 5:00 p.m. on Friday, June 26, 2015 for consideration. Faxes will not be accepted. Mail or hand deliver application packages to:

**Human Resources
Davidson Hall – Room 101
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050
(Telephone: 860-832-0031)**

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

CCSU aggressively pursues a program of equal employment and educational opportunity and affirmative action. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.